



**Research Advisory Task Force  
Laboratory Re-Occupancy Planning Form**

*This form must be approved by your Department Chair or Center Director, and submitted to your School, before research can resume in your laboratory.*

**Faculty/PI Information**

Name (Last, First)	
Employee ID	
Department(s)	
Email Address	

**Laboratory Information**

Building(s)	
Laboratory room numbers with approximate square footage	
Core Facilities or other units	

**Laboratory preparation**

*Check the applicable actions, and include additional plan details below.*

- Read the [COVID-19 Research Safety Plan](#)
- Plan for personnel to work from home whenever possible
- Require physical separation of at least 6 feet
- Limit personnel to  $\approx 25\%$  normal capacity in Phase 1 (50% in Phase 2). Personnel density may not exceed 1 person per 200 ft<sup>2</sup> in Phase 1 (150 ft<sup>2</sup> in Phase 2)
- Use tape on the floors and workbenches for work space positioning and traffic flow
- Demarcate separation requirements with physical barriers or signage
- Design workflow to minimize need for individuals to pass frequently by one another
- Assess and mark workstations for permitted use
- No sharing of offices
- Conduct all meetings virtually to the best extent possible
- Stagger access to the spaces by working in shifts.
- Develop a plan for cleaning and disinfecting high-touch surfaces
- Plan experiments that can be paused at short notice
- Plan to shutdown at short notice

*Describe additional social distancing plans:*

### **Shared Spaces**

Describe social distancing plans in equipment rooms, tissue culture rooms, microscopy suites, environmental rooms, autoclaves and other spaces that require shared use. Include the facilities/spaces shared by groups outside your lab which may need centralized scheduling system to be coordinated by department or School.

Not applicable

*Describe additional plans for share spaces:*

## Procurement Plans

**Will you be ordering animals?**     Yes     No

If YES, what species? \_\_\_\_\_

If YES, approximately how many? \_\_\_\_\_

**Will you be ordering PPE through BIORESCO?**     Yes     No

If YES, indicate anticipated quantities

Gloves	
Masks	
Protective eye-wear	
Face shields	
Gowns	
Aprons	



## Laboratory Personnel who will work in Phase 2

No more than 50% of normal occupancy (not to exceed 1 person per 150 sq ft<sup>2</sup>). Identify all personnel who will be performing research or essential services on-campus. Those who can continue to work remotely should do so.

Name (Last, First)	Employee ID	Position/Appt Type	Email Address	Completed COVID-19 training?	Registered with SAFE screening tool?
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Department Chair(s) approval and date \_\_\_\_\_

School approval and date \_\_\_\_\_